

National Aeronautics and  
Space Administration

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Moffett Field, CA 94035-1000



September 14, 2006

## **2006 FISCAL YEAR-END BULLETIN #1b**

TO: Distribution

FROM: Code C Fiscal Year-End/New Year Start Up Team

SUBJECT: UPDATED FYE Key Dates

This Bulletin establishes a list of key dates for Fiscal Year End activities. Additional dates have been added by ARC functional leads in order to accommodate Agency closing dates. This document is designed for reference by ARC personnel primarily in the Resource Management Division.

Two views have been made available: by Date and by Functional Area.

Additional dates have been added or changed based on feedback and the revised SAP opening date for FY07 operations.

Please contact My Baillie at 4-0106 or [My.H.Baillie@nasa.gov](mailto:My.H.Baillie@nasa.gov) if you have any questions. This Bulletin is also available at <http://cfo.arc.nasa.gov/fye.html>.

*Original Signed By*  
Code C Fiscal Year-End/New Year Start Up Team

Distribution  
Code C

***ARC Fiscal Year End 2006***  
***Key Dates by Date***

- **July 21, 2006** – Code JA deadline for PRs greater than \$25,000 to guarantee obligation before FYE
- **July 22, 2006** - Deadline for Bankcard purchase using Expiring Funds including OIG funds
- **August 4, 2006** - Code JA deadline for PRs between \$10,001 and \$25,000 to guarantee obligation before FYE
- **August 11, 2006** – Deadline for submitting SRs for Demand Service Pools to guarantee obligation before FYE
- **August 24, 2006**
  - Deadline for any Non-Pay Adjustments **Greater Than Three (3) Pay Periods** must be submitted to Diane Selby
    - These corrections are processed by the requestor. The requestor should review the “Time Card Adjustments” in WebTADS, and submit an online memo template and a labor adjustment excel spreadsheet
- **August 25, 2006** - Code JA deadline for PRs less than \$10,000 to guarantee obligation before FYE
- **August 31, 2006 Period (closes September 5, 2006)**
  - All corrections processed during August
  - No corrections processed in September without HQ OCFO approval
  - Deadline for accepting reimbursable agreements that expire 9/30. Agreements not expiring on 9/30 will continue to be accepted but not processed until SAP opens in FY07. Submit to Karen Gentry.
  - Begin closing out PY05 reimbursable agreements.
- **September 1, 2006 12:00 PM Pacific** - Deadline to reconcile any Bank Card order logs with expiring funds
- **September 8, 2006**
  - Last day to submit Labor budget transfer requests to RMD Analyst
  - Review and evaluate all obligations in Canceling Funds (PY00 & Prior for 2 year funds, PY99 for 3 year funds)
    - Must be disbursed by September 25, 2006. Un-disbursed funds returned to Treasury
- **September 13, 2006, 12:00 PM Pacific**
  - Deadline for any FY06 Non-Pay Adjustments **Within Three (3) Pay Periods** requested and approved in WebTADS. Any requests after the deadline will not be processed to SAP/BW
    - Please note that there will be no labor adjustments for FY06 labor activities in FY07
  - Code JT deadline for submitting ACITS Service Requests
  - Last day to submit Change of Station vouchers for payment prior to downtime
- **September 19, 2006**
  - Last day to request travel advances on your travel authorization
  - CCR Analyst submit Accrual Worksheet to Status 2
  - Last day to submit NSM Code requests to Code CRB (Direct) and Code CFG (Reimbursable)
- **September 20, 2006**
  - Last day to submit travel vouchers for payment prior to downtime
  - Last day to process Purchase Requisitions (commitments) against Expiring funds (PY05 for 2 year funds, PY04 for 3 year funds)
    - Must be Obligated by September 30, 2006
    - Requisitioners must remove/delete Un-obligated Purchase Requisitions against Expiring funds
- **September 21, 2006** - CCR Analyst submits Accrual Worksheet to Status 3
- **September 22, 2006**
  - Last Labor Adjustment File for pay period #19 (ending 9/2/06) post to SAP/BW
  - Code CFS requests the receipt of any Contracting Officer approved Financial Suspense Report (ARC 21) , approved Material Inspection and Receiving Report (DD 250), approved Receival and Inspection Report (ARC 76)
- **September 26, 2006** - Last day to submit any approved ARC 21, DD 250, and ARC 76 forms for invoice payment before SAP shuts down for invoice payments
- **September 25, 2006**
  - Last day to enter travel authorization into TM that will be included in FY06 End of Year reports
  - Last Payroll File for pay period #20 (ending 9/16/06) posted to SAP/BW
- **September 27, 2006**
  - Last Sept Monthly Accrual File - (ending 9/30/06) post to SAP/BW
- **September 27 – November 13, 2006** – No SAP invoice payments and travel vouchers processed
- **September 28, 2006** - Last day to process CCR contracts, Miscellaneous accruals, Straight-line contracts, Goods Receipts in SAP before Assessment Cycles can be processed.

- **September 29, 2006**
  - Last date to submit non-Labor budget transfer (Procurement & Travel) requests to Code CRB by 12:00 PM Pacific
  - Cost Assessment Cycles processing begins
  - All FY05 and FY06 WBS elements with no labor funds will be closed out of WebTADS by the Labor Analyst
- **September 30, 2006**
  - Cut-off for Bankcard purchase using Non-expiring funds
  - Last day to process Purchase Requisitions (commitments) against Non-expiring Funds (PY06 Funds)
  - Last day to process Purchase Orders (Obligations)
  - Cost Assessment Cycles processing complete
  - Deadline to reconcile Bank Card order logs with old Internal Order number. After the due date for the September reconciliation, card holders will need to create new lines with the current Internal Order (FC000000)
  - SAP Closes for all general end users
- **October 2-3, 2006** – Accounts Receivable billing, includes Reimbursables
- **October 3, 2006:** BW processing Month-end data extracts and will be available
- **October 4-6, 2006:** BW will be available and include Month-end data
- **October 7-8, 2006:** BW processing FYE data extracts and will not be available
- **October 9-27, 2006:** BW will be available and include all FYE data. All Financial and Resource Communities should run all necessary reports during this period
- **October 28-November 12, 2006:** BW processing data migration in conjunction with SVU and will not be available
- **November 13, 2006**
  - **TENTATIVE DATE** for PY06 back log processing and normal business activity in SAP. All end users will be unlocked
  - BW will be available for Fiscal Year 2007 start up
- **November 20, 2006 - TENTATIVE DATE** for PY07 data to be available for normal business activity in SAP

## *Key Dates by Functional Area*

- **Budget Execution**
  - **September 8** - Last day to submit Labor budget transfer requests to RMD Analyst
  - **September 19** – Last day to submit NSM Code requests to Code CRB (Direct) and Code CFG (Reimbursable)
  - **September 29** - Last date to submit non-Labor budget transfer requests to Code CRB by 12:00 PM Pacific
- **Purchasing**
  - **July 21** - Code JA deadline for PRs greater than \$25,000 to guarantee obligation before FYE
  - **August 4** - Code JA deadline for PRs between \$10,001 and \$25,000 to guarantee obligation before FYE
  - **August 25** - Code JA deadline for PRs less than \$10,000 to guarantee obligation before FYE
  - **September 8** - Review and evaluate all obligations in Canceling Funds (PY00 & Prior for 2 year funds, PY99 for 3 year funds)
    - Must be disbursed by September 25, 2006. Un-disbursed funds returned to Treasury
  - **September 20** - Last day to process Purchase Requisitions (commitments) against Expiring funds (PY05 for 2 year funds, PY04 for 3 year funds)
    - Must be Obligated by September 30, 2006
    - Requisitioners must remove/delete Un-obligated Purchase Requisitions against Expiring funds
  - **September 30** - Last day to process Purchase Requisitions (commitments) against Non-expiring Funds (PY06 Funds)
  - **September 30** - Last day to process Purchase Orders (Obligations)
- **Bankcard**
  - **July 22** - Deadline for Bankcard purchase using Expiring Funds including OIG funds
  - **September 1, 12:00 PM Pacific**- Deadline to reconcile any Bank Card order logs with expiring funds
  - **September 30** - Deadline to reconcile Bank Card order logs with old Internal Order. After the due date for the Sept reconciliation, card holders will need to create new lines w/ the current Internal Order (FC000000)
  - **September 30** - Cut-off for Bankcard purchase using Non-expiring funds
- **Service Pools**
  - **August 11** - Deadline for submitting SRs for Demand Service Pools to guarantee obligation before FYE
  - **September 13** - Code JT deadline for submitting ACITS Service Requests
- **Labor**
  - **August 24** - Deadline for any Non-Pay Adjustments **Greater Than Three (3) Pay Periods** must be submitted to Diane Selby
    - These corrections are processed by the requestor. The requestor should review the “Time Card Adjustments” in WebTADS, and submit an online memo template and a labor adjustment excel spreadsheet
  - **September 8** - Last day to submit Labor budget transfer requests to RMD Analyst
  - **September 13, 12:00 PM Pacific** - Deadline for any FY06 Non-Pay Adjustments **Within Three (3) Pay Periods** requested and approved in WebTADS. Any requests after the deadline will not be processed to SAP/BW
    - Please note that there will be no labor adjustments for FY06 labor activities in FY07
  - **September 22** - Last Labor Adjustment File for pay period #19 (ending 9/2/06) posted to SAP/BW
  - **September 25** - Last Payroll File for pay period #20 (ending 9/16/06) posted to SAP/BW
  - **September 27** - Last Sept Monthly Accrual File - (ending 9/30/06) post to SAP/BW
  - **September 29** - All FY05 and FY06 WBS elements with no labor funds will be closed out of WebTADS by the Labor Analyst
- **Cost Management**
  - **September 19** - CCR Analyst submit Accrual Worksheet to Status 2
  - **September 21** - CCR Analyst submits Accrual Worksheet to Status 3
  - **September 28** - Last day to process CCR contracts, Miscellaneous accruals, Straight-line contracts, Goods Receipts in SAP before Assessment Cycles can be processed.
  - **September 29-30** - Cost Assessment Cycles processed
- **Reimbursables**
  - **August 31** - Deadline for accepting reimbursable agreements that expire 9/30/06. Agreements not expiring on 9/30/06 will continue to be accepted but not processed until SAP opens in FY07. Submit to Karen Gentry.
  - **August 31** - Begin closing out PY05 reimbursable agreements
  - **September 19** - Last day to submit Reimbursable NSM Code requests to CFG
  - **October 2-3** - Accounts Receivable billing, includes Reimbursables
- **Invoice Payments**

- **September 22** - Code CFS requests the receipt of any Contracting Officer approved Financial Suspense Report (ARC 21) , approved Material Inspection and Receiving Report (DD 250), approved Receival and Inspection Report (ARC 76)
- **September 26** - Last day to submit any approved ARC 21, DD 250, and ARC 76 forms for invoice payment before SAP shuts down for invoice payments
- **September 27 - November 13** – No SAP invoice payments processed
- **Travel**
  - **September 13** - Last day to submit Change of Station vouchers for payment prior to downtime
  - **September 19** - Last day to request travel advances on your travel authorization
  - **September 20** - Last day to submit travel vouchers for payment prior to downtime
  - **September 25** - Last day to enter travel authorization into TM that will be included in FY06 End of Year reports
  - **September 27 - November 13** – No SAP payments processed
  - **September 29** - Last day to request RMD analyst post budget transfers for travel in SAP
- **Business Warehouse**
  - **October 3:** BW processing Month-end data extracts and will be available
  - **October 4-6:** BW will be available and include Month-end data
  - **October 7-8:** BW processing FYE data extracts and will not be available
  - **October 9-27:** BW will be available and include all FYE data. All Financial and Resource Communities should run all necessary reports during this period
  - **October 28-November 12:** BW processing data migration in conjunction with SVU and will not be available
  - **November 13:** BW will be available for Fiscal Year 2007 start up
- **General**
  - **August 31** - All corrections processed during August. No corrections processed in September without HQ OCFO approval
  - **September 27 - November 13, 2006** – No SAP invoice payments and travel vouchers processed
  - **September 30** - SAP Closes for all general end users
  - **November 13 - TENTATIVE DATE** for PY06 back log processing and normal business activity in SAP. All end users will be unlocked
  - **November 20 - TENTATIVE DATE** for PY07 data to be available for normal business activity in SAP